



County of Los Angeles CHIEF EXECUTIVE OFFICE

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February 23, 2009

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

BOARD POLICY REVIEW – 5.050: CONTRACTOR'S USE OF GAIN/GROW PARTICIPANTS

Based on the request of the Executive Officer of the Board of Supervisors, this Office reviewed the Board of Supervisors Policy 5.050: Contractor's Use of GAIN/GROW Participants. We recommend revisions to the Policy as detailed below. County Counsel, and the Departments of Public Social Services (DPSS), Human Resources, and Internal Services concur. Specifically, the revisions are as follows:

- *Replace "Chief Administrative Office" with "Chief Executive Office" to accurately reflect this Office in the Responsible Department section.*
- *Correct the date from July 29, 1997 to July 28, 1997 on the referenced Director of Personnel memo, "Employment of Qualified GAIN (Greater Avenues for Independence) Program Participants by County Departments and Contract Personnel Agencies."*
- *Add the following to the standard language for new County contracts, renewals and amendments, and all solicitation documents: "If contractor decides to pursue consideration of GAIN/GROW participants for hiring, Contractor shall provide information regarding job openings and job requirements to Department of Public Social Services GAIN/GROW staff at GAINGROW@dpss.lacounty.gov." This language is necessary to ensure that DPSS can more easily match potential employees with County contractors.*
- *Add the following to section entitled, Attestation of Willingness to Consider GAIN/GROW Participants: "Bidder/proposer will provide information regarding job openings and job requirements to Department of Public Social Services GAIN/GROW staff at GAINGROW@dpss.lacounty.gov, if contractor decides to pursue consideration of GAIN/GROW participants for hiring.*

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- *Replace Chief Executive Office with Department of Public Social Services as lead department for the Policy because DPSS controls the referral of GAIN and GROW participants to County contractors and other departments.*
- *New sunset review date of February 20, 2013.*

We have made these revisions to the Policy (Attachment) for your reference. If you have any questions regarding this memorandum, please contact Alisa Williams at (213) 974-1338 or awilliams@ceo.lacounty.gov.

WTF:ES;MKZ
FC:AW:pg

Attachment

c: County Counsel
Director of Personnel
Director of Internal Services
Director of Public Social Services



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.050	Contractor's Use of GAIN/GROW Participants	08/12/97

(See also 9.120)

PURPOSE

Encourage businesses that contract with the County to use Greater Avenues for Independence (GAIN) or General Relief Opportunities for Work (GROW) participants through the inclusion of standard language in solicitation documents, contracts and contract renewals and amendments.

REFERENCE

April 8, 1997 Board Order, Synopsis 63

July 15, 1997 Board Order, Synopsis 60

~~July 29, 1997~~ July 28, 1997 Director of Personnel Memo "Employment of Qualified Gain (Greater Avenues for Independence) Program Participants by County Departments and Contract Temporary Personnel Agencies"

August 12, 1997 Chief Administrative Office Board Letter, "Plan for Encouraging County Contractors to Participate in Greater Avenues for Independence (GAIN) Hiring"

August 12, 1997 Board Order, Synopsis 62

October 6, 1997 Chief Administrative Office memo, "Standard Contract Clauses - GAIN Program Hiring"

February 5, 2002 Board Order, Synopsis 12

POLICY

All new County contracts, renewals and amendments shall include standard language that requires contractors to consider GAIN or GROW participants when hiring. Future solicitation documents shall establish a minimum threshold requirement that bidders/proposers demonstrate a history of hiring GAIN or GROW participants or a willingness to hire them.

Standard language to be used in all new County contracts, renewals and amendments:

CONSIDERATION OF GREATER AVENUES FOR INDEPENDENCE (GAIN) OR GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW) PARTICIPANTS FOR EMPLOYMENT

Should contractor require additional or replacement personnel after the effective date of this agreement, contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet contractor's minimum qualifications for the open position. If contractor decides to pursue consideration of GAIN/GROW participants for hiring, Contractor shall provide information regarding job openings and job requirements to Department of Public Social Services' GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. County will refer GAIN/GROW participants, by job category, to contractor.

Note: In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

Standard Language to be used in all solicitation documents:

Consideration of GAIN/GROW Participants for Employment

Should contractor require additional or replacement personnel after the effective date of this agreement, contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services' Greater Avenues for Independence (GAIN) Program or General Relief Opportunities for Work (GROW) Program who meet contractor's minimum qualifications for the open position. If contractor decides to pursue consideration of GAIN/GROW participants for hiring, Contractor shall provide information regarding job openings and job requirements to Department of Public Social Services' GAIN/GROW staff at GAINGROW@dpss.lacounty.gov. County will refer GAIN/GROW participants, by job category, to contractor.

Note: In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

As a threshold requirement for consideration for contract award, bidders/proposers shall demonstrate a proven record of hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, bidders/proposers shall attest to a

willingness to provide employed GAIN/GROW participants access to the bidders'/proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Bidders/proposers who are unable to meet this requirement shall not be considered for this award.

Bidders/proposers shall complete and return the form, "Attestation of Willingness to Consider GAIN/GROW Participants," Attachment _____, hereunder, with their proposal.

ATTACHMENT _____

ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, bidders/proposers shall demonstrate a proven record of hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for the openings. Additionally, bidders/proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the bidders/proposer's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Bidders/proposers shall complete, sign, and return with their proposal request this form. Bidders/proposers who are unable to meet this requirement shall not be considered for contract award.

Bidder/proposer shall complete all of the following information, sign where indicated, and return this form with their proposal request:

A. Bidder/proposer has a proven record of hiring GAIN/GROW participants.

_____ YES _____ NO

(Subject to verification by County)

B. Bidder/proposer is willing to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means that bidder/proposer is willing to interview qualified GAIN/GROW participants.

_____ YES _____ NO

If YES, state the name and telephone number of the person whom the County may contact to refer GAIN/GROW Participants: _____

C. Bidder/proposer is willing to provide employed GAIN/GROW participants access to its employee mentoring program, if available.

_____ YES _____ NO _____ N/A (program not available)

D. Bidder/proposer will provide information regarding job openings and job requirements to Department of Public Social Services GAIN/GROW staff at GAINGROW@dpss.lacounty.gov if contractor decides to pursue consideration of GAIN/GROW participants for hiring.

_____ YES _____ NO

BIDDER/PROPOSER

(Type or Print Name of Firm)

By _____

Type or Print Name: _____

Type or Print Title: _____

RESPONSIBLE DEPARTMENT

Department of Public Social Services

~~Chief Administrative Office~~ Chief Executive Office

Department of Human Resources

County Counsel

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: August 12, 1997

Reissue Date: January 29, 2002

Review Date: October 20, 2005

Review Date: February xx, 2009

Sunset Review Date: August 12, 2001

Sunset Review Date: September 20, 2005

Sunset Review Date: October 20, 2008

Sunset Review Date: February xx, 2013